



Manager's Report

for Council Meeting July 22, 2003

FINANCE

Listed below are new businesses licensed during this period:

Blackhawk Outfitters
Cameron, Maureen
Countrywide Home Loans
Duba U Designs
Enriquez Construction LLC
Freedom Auto Sales
Gwen's Etc.
Leesburg Cafe
Little Bear's Daycare
Mademoiselle Coffee Distributor
Metroplex Retaining Walls of Va Inc
Paladin Photography
Quiznos Subs
Rowland Jr, Kenneth W
Select Floors & Rugs
Starbucks Coffee
Tinta, Marlon V

HUMAN RESOURCES

New Hires and Resignations and Terminations for the period July 5 through July 18, 2003

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
Rhonda Randolph	Accounting Associate I	Finance
Troy Swartwout	Parking Booth Attendant	Finance

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
None		

<u>Terminations</u>	<u>Position</u>	<u>Department</u>
None		

ZONING DIVISION

Zoning Permits Issued Residential

Stowers 13 SFD @ \$100,000
Stratford 6 SFA-Duplex @ \$80,000
Potomac Station 3 SFD @ \$105,000
Edwards Landing 1 SFD @ \$105,000

Hamlets @ Leesburg 2 SFA-Duplex @ \$120,000

Zoning Permits Issued Commercial

10 South King Street –add awnings to a business @ \$2,200.00

104 Wallace Drive SE Stowers Rec Center Bldg. @ \$460,000

104 Wallace Drive SE Stowers Rec Center Swimming Pool \$150,000

1081 Edwards Ferry RD NE Interior Fit-in Battlefield Shopping Ctr. \$38,150.00

295 Ariel Drive NE Entrance/feature/sign \$7,500.00 Hamlets @ Leesburg

Occupancy Permits Issued Residential

Stratford 1 SFA/Duplex

Stowers 2 SFD

Potomac Crossing 2 SFD

Edwards Landing 7 SFA 1 SFD

Occupancy Permits Issued Commercial

1015 Edwards Ferry Rd NE Interior Fit-up Battlefield Shopping CTR

50 Catoctin Circle NE Interior Fit-in Leesburg Office Park

Special Exceptions

SE 2002-08 Holy Trinity Lutheran Church: Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. The Town Council approved this application at the July 8th meeting.

SE 2002-07 Star Pontiac, Buick & GMC: Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-12 KFC/A&W: This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02 Leesburg Auto Finance Annex: Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission was scheduled for July 3, 2003, but has been postponed to a future date (not specified) as the applicant continues to work with staff to resolve various issues.

SE 2003-03 Mobil Car Wash Addition at Battlefield Shopping Center: Located at 1017 Edwards Ferry Road, N.E. This application seeks to amend existing Board of Zoning Appeals Special Exception #90-167 to permit a 988 square foot single-lane car wash on the property leased by the existing Mobile Service Station in Battlefield Shopping Center. The plans were accepted for review on July 11, 2003 and are currently under review.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Town Council voted to approve ZM-159, TP 02-01 and SE 2002-13 at the June 10, 2003 council meeting.

ASE/Airport Commerce Park - Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. Staff received revised plans on May 16, 2003. The plans are currently under review. The public hearing before the Planning Commission is scheduled for July 17, 2003.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. No public meetings are scheduled at this time.

PLANNING DIVISION

MANAGER'S REPORT <u>DIVISION OF CURRENT PLANNING</u> <u>PLAN REVIEW ACTIVITY*</u>			
* Does not include Division assignments other than plan review			
PLANS REVIEWED DURING THE PERIOD OF:			
JULY 1, 2003 – JULY 15, 2003			
Project Name	Project Type	Submission Number	Proposal Description
Hawks View Glen	Construction Drawings	2 nd	Subdivision to create 36 townhouse lots
Quarterly Development Report, 2003 2 nd Quarter	Statistical Report	NA	NA
7 Union Street	Minor Subdivision Plat	1 st	Subdivision of one lot into two lots
Chevy Chase Bank @ Potomac Station Retail, Parcel B (RPB-640-LC)	Easement Plat	1 st	Vacation of a portion of a storm drainage easement
Potomac Station Retail, Parcel B (RPB-643-LC)	Easement Plat	1 st	Creation/vacation of a portion of a storm drainage and waterline easements
Battlefield Marketplace/Costco Building Addition Request	Processing Request	1 st	Submit as No Adverse Impact Plan
Greenway Farm Daycare (Kid's Domain)	Request for Preliminary Final Development Plan Authorization	2 nd	Construction of a daycare center
Dulles Motor Used Cars @ Parker Court	Request for Preliminary Final Development Plan Authorization	1 st	Used care dealership
Patriot Office Park	ROW & Easement Plat	1 st	
Airport Commerce Park	Rezoning	1 st	Informational referral
Tavistock Farms, Section 18	Revision to	1 st	

	Approved Construction Drawings		
Edwards Landing Recreation Center	Revision to Approved Development Plan	3 rd	
Edwards Landing, Phase 1	Revision to Approved Construction Drawings	1 st	
PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JULY 1, 2003 – JULY 15, 2003			
Project Name	Project Type	Submission Number	Proposal Description
Greenway Farm Daycare (Kid's Domain)	Request for Preliminary Final Development Plan Authorization	2 nd	Construction of a daycare center and associated infrastructure
Catoctin Circle Centre	Preliminary Development Plan	1 st	
Chevy Chase Bank @ Potomac Station Retail, Parcel B (RPB-640-LC)	Easement Plat	1 st	Vacation of a portion of a storm drainage easement
Potomac Station Retail, Parcel B (RPB-643-LC)	Easement Plat	1 st	Creation/vacation of a portion of a storm drainage and waterline easements
Kincaid Forest, Section 4C	Easement Plat/Deed	1 st	Creation of missing easement
Leesburg Square Shopping Center	Sketch	1 st	Construction of a building addition
Town of Leesburg Utility Maintenance Buildings	Capital Improvements Plan	1 st	Construction of two utility maintenance buildings
Mobil Service Station @ Battlefield Shopping Center	Special Exception	1 st	Information referral
Potomac Crossing Community Park	Preliminary/Final Development Plan	1 st	Construction of a public community park
Patriot Office Park	ROW & Easement Plat	1 st	
Panera Bread @ Leesburg Premium Outlet Mall	Easement Plat	1 st	Creation of various easements for the construction of a 4,858 square feet restaurant and associated infrastructure
Jafari (40 Sycolin Road) Office Building	Preliminary/Final Development Plan	2 nd	Construction of an office building and associated infrastructure
Tollhouse Office Building	Preliminary/Final Development Plan	3 rd	Construction of an retail building and associated infrastructure

WATER & SEWER ADMINISTRATION

During this time frame there were 18 Public Facility Permits issued totaling \$198,120.00, 41 work orders issued for meter sets and 13 requests for occupancy inspection were issued.

Capital Projects Update

- Water Meter Conversion – to date, approximately 50% or 5,800 water meters have been converted to the Hexagram fixed based network and are producing reliable readings.
- Sewer System Improvements – Cardinal Park and Phase II projects have been completed. We are awaiting final invoice and contract close out.
- During this period, four plans were received for review within the service area, and one request was processed for water and sewer system modeling.

- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule.
- The final plans have been received and reviewed for the Utility Lines Division (ULD) maintenance facility. Copies have been forwarded to reviewing agencies.
- Preliminary report for Woodlea Mini-Pressure Zone has been received and reviewed.
- Preliminary report for extension of water to Leeland Heights has been received and is under review.

- Preliminary report for improvements to Western Pressure Zone Booster Station has been received and reviewed

UTILITY LINES DIVISION

Installations made during this period:

1. Installed new manhole frame and cover on MH #M.P.191 at the Airport.
2. Finished installation for the new Scum Line for the sewer plant, then backfilled, graded and replaced sidewalks.
3. Installed new setters at 118 Mary Ann Ave., 143 Governors Dr., and 16 Country Club Dr., SW.

Training

Rick Schooley, Max Mellott and Hank Woodward attended flow-monitoring program in Waynesboro, VA.

Routine items include:

turn on's and off's; water meter readings; complaint investigations; rodding & cleaning sanitary sewer trouble spots; marked w/s lines for contractors & citizens; vehicle & ditch maintenance; bush hogging. Pressure tests and Bacteria test on water mains for new construction. Occupancy permit inspections by CCTV.

Summary Programs

New connections to town utility system 34

Total number of water leak repairs: 7

Responded to 625 requests to locate utilities (Miss Utility)

TOWN OF LEESBURG

Full-time vacancies as of July 18, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accept
<i>Town Mgr</i>	1	Asst to the Town Manager	7/1/03	√	√				
	1	Library Manager	6/16/03	√	√				
<i>Airport</i>	1	Airport Director	7/1/03	√	√				
<i>Econ Dev</i>	1	Admin Associate II	3/9/01	√	√	<u>On hold*</u>			
<i>Eng & PW</i>	1	Senior Engineer	7/1/02	√	√	<u>Frozen**</u>			
	1	Administrative Associate II	8/1/03	√	√				
	1	Maintenance Worker I	5/27/03	√	√	√	√	√	
<i>P&R</i>	1	Groundskeeper	7/14/03	√	√				
<i>P&Z</i>	1	Sr Planner (2 nd recruitment)	7/1/02	√	√				
	1	Sr Planner	7/1/02	√	√	√	√	<u>On hold</u>	
	1	Planner	7/1/02	√	√	√	<u>Frozen**</u>		
	1	Planning Assistant	2/10/03	√	√	√	√	√	√
<i>Police</i>	1	Admin Assoc II	12/1/02	√	√	<u>Frozen**</u>			
	1	Police Officer	3/20/03	√	√	√			
	1	Police Officer	6/7/03	√	√	√			
	1	Communications Tech I	5/29/03	√	√				
<i>Util Admin</i>	1	Senior Engineer	7/1/02	<u>*On hold</u>					
<i>WPCF</i>	1	Asst Superintendent Ops	7/1/03	√	√				
	1	Util Maint Wrkr III	7/1/03	√	√				
<u>TOTAL</u>	19								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

R. S. Noe